



Department of Planning and Building

Request for Proposal

RFP # 02-05/06

Transportation Planning Services

The City of Chula Vista is requesting proposals for the performance of transportation planning services in a 2,000-acre section of the master planned Otay Ranch community, located in the City of Chula Vista in Southern San Diego County. Ultimately, the project will provide a state-of-the-art Bus Rapid Transit (BRT) network linking Otay Ranch's town centers, a university campus, a regional technology park, and an urban center with each other and with activity centers in downtown San Diego, Southern San Diego County and the region.

Section A. Transportation Planning Services – Scope of Work

There are seven tasks in the scope of work:

1. Task One – Public Involvement/Meetings: Community involvement will include critical input from a specially appointed citizens advisory committee. This committee will be dedicated solely to guiding the progress of the *Eastern University District Transit Plan*. The committee will provide a means for focused ongoing involvement in the planning process by key stakeholder groups, citizens, and members of City boards and commissions. Monthly advisement meetings with City Planning Team staff and consultants will be ongoing throughout the project. In addition, at various stages throughout the project, open public hearings will be announced and conducted in order to ensure that the public is informed about the project's progress and the city's adherence to the project vision. To aid in achieving this objective, an information link to the project will be made available to the public on the City website. The consultant shall be available to attend project status meetings, project briefings, and City Council meetings, and shall be responsible for assisting with the preparation of materials for those meetings. The consultant will be responsible for providing materials as requested.

Deliverables: Meeting materials, public meeting attendance, and assistance as requested by the Planning Department Team.

2. Task Two – Station Analysis: The consultant shall evaluate the feasibility for near-term use of station sites in the Eastern Urban Center (EUC) and Village 9. If stations are identified that are not feasible in the near term, the consultant should evaluate alternative station sites if warranted based on potential ridership and system connectivity. This analysis should further include an evaluation of where stations could be added or deleted to speed the service and/or provide better access to transit centers via surface streets. **Deliverables:** Technical report – Station Locations Plan for EUC and Village 9, including concept drawings of station layout, an evaluation of station locations for near-term implementation, and an evaluation of potential additions/deletions to speed service and increase access.

3. Task Three – Traffic Analysis: The consultant shall identify locations of priority

treatments along various identified transit routes. These may include the use of dedicated lanes, the need for signal priority, queue jumpers, etc. This task shall also involve an analysis of how the priority treatments will function and their traffic impacts. The consultant shall evaluate connectivity between the university campus and Village 9 across Eastlake Parkway and the various alternatives for creating seamless transition in function between them. Consultant shall also analyze how the elimination or reduction of Eastlake Parkway would impact the quality of nearby or parallel facilities in adjacent villages, specifically the pedestrian-orientation of Village 9 couplets within the Town Center at Otay Ranch. The consultant shall also identify the need for a traffic impact analysis. **Deliverable:** Technical Report – Evaluations Report.

4. Task Four – Appurtenant Facilities Analysis: This study shall evaluate the feasibility of appurtenant station support facilities, such as those that support both vehicular and pedestrian access, nearby land uses such as parking lots, and park 'n ride capability. Studies should also include on-site and/or pedestrian-convenient transit-supportive land uses for the Eastern Urban Center (EUC) and Village 9 that provide convenient feeder bus connections, amenities that provide a safe, quiet and pleasant environment for passengers, and a BRT access pattern that minimizes out-of-direction travel and station access and dwell times. **Deliverables:** Technical report – Appurtenant Facilities.

5. Task Five – Conceptual Engineering Sketches: The consultant shall develop sketch level drawings indicating the right-of way required for the stations, the layout, right-of-way required for priority treatments (dedicated lanes, queue jumpers), access into and out of the station (pedestrian and vehicular), land use integration, and park 'n ride capability. This task should also involve conceptual designs for the identified stations. **Deliverables:** Technical report – Conceptual maps (public-display ready) displaying proposed alignment, priority treatments, station locations, and land uses.

6. Task Six – Capital Cost Estimates: The consultant shall develop an order of magnitude capital cost estimate for implementing the improvements that are indicated by the traffic analysis. **Deliverables:** Technical report – Capital Cost Summary, documenting results of the analysis. This document will contain all the background/support information indicating how the final results were developed.

7. Task Seven – Phasing and Implementation Plan: The consultant shall develop a phasing plan for implementation of the transit-oriented project within the project area. The phasing plan shall identify which actions are dependent upon other actions and which can be implemented independently. The phasing plan shall clearly indicate how the system can be phased into its entirety over five years. Each phase shall indicate what is required in terms of capital acquisition, construction, operations/service plans, and how the project would be built up to achieve full implementation. **Deliverables:** Technical report – Phasing & Implementation Plan, documenting results of the analysis.

Section B. Submittal Requirements

The proposal deadline is no later than **5:00 p.m. on May 26, 2006**. Proposals submitted after the deadline will not be accepted. Proposals shall be submitted to Robert McSeveney, Department of Planning and Building, 276 Fourth Avenue, Planning Counter, Chula Vista, California, 91910. For technical questions about this request for proposal, call Rick Rosaler at (619) 476-5394.

Four (4) single-spaced copies are required for proposal submittal. Proposals should be as brief as possible, while adequately describing how the Consultant will approach the Scope of Work. Proposal creativity is encouraged, but extravagance in proposal style and format is discouraged.

Proposals shall include the following:

- Letter of interest
- Understanding of the Project
- Deliverables Per Scope of Work
- Schedule
- Summary of Qualifications Organizational Chart
- Itemized Fee Schedule
- Estimate of Hours to be Spent/Person/Subcontractor
- Statement of Offer
- Resumes
- Related Project Experience
- Client References

The proposal shall also include a list of subcontractors, if any, who will be hired, and if not currently on file with the City, their qualifications. In addition to general qualifications of the subcontractor, specific relevant experience of the subcontracting firm shall be included in the proposal.

The fee schedule prepared for the project should present specific tasks, assigned staff level to complete the task, number of hours per task, hourly rate, and cost for task. The total number of hours to complete the project should also be provided. The proposal shall contain a statement that all work will be performed at a “not-to-exceed” contract price, and this will become the fixed price upon completion of contract negotiations. The Consultant may be asked to participate in contract negotiations. All applicable costs may be charged to this contract within the negotiated “not-to-exceed” price limit. Appropriate charges shall include wages and salaries, overhead, travel, materials and subcontract costs. The City reserves the right to negotiate material changes in submittals, including fee schedule.

The proposal shall be signed by an individual authorized to bind the Consultant, and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period. The proposal shall also provide the name, title, address and telephone number of individual(s) with authority to negotiate, and contractually bind the company and also who may be contacted during the period of proposal evaluation. It is anticipated that this project will begin in July, 2006.

Conditions for Proposal Acceptance. This Request for Proposal does not commit the City to award a contract or to pay any costs incurred for proposal preparation. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified respondent, or to cancel this Request for Proposal in part or in its entirety. All proposals will become the property of the City of Chula Vista and will not be returned. If any proprietary information is contained in the proposal, it should be clearly identified.

Section C. Required Insurance to Contract with the City Of Chula Vista

Confirmation that Consultant has in force no less than the following insurance and the accompanying Additional Insured Endorsement naming the City of Chula Vista:

- a) General Liability: \$1,000,000 per occurrence with the City named as an additional insured. If Commercial General Liability Insurance with a general aggregate limit is used, the general aggregate limit must be \$2,000,000.
- b) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c) Workers' Compensation: Statutory (unless a proprietor)
Employer's Liability: \$1,000,000 each accident; \$1,000,000 disease-policy limit; \$1,000,000 disease – each employee.
- c) Professional Liability or Errors & Omissions Liability: \$500,000 each occurrence; \$1,000,000 policy aggregate
- d) If subcontractors are used in providing this service, Consultant must include all sub-consultants as insureds under its policies or furnish separate certificates and endorsements for each sub-consultant.
- e) Acceptability of Insurers: insurance is to be placed with licensed insurers admitted to transact business in the State of California with a current A.M. Best's rating of no less than A-V. If insurance placed with a surplus lines insurer, insurer must be listed on the State of California List of Eligible Surplus Lines Insurers (LESLI) with a current A.M Best's rating of no less than A-X.

Section D. Selection Process

A selection committee comprised of representatives from City staff and Caltrans will be responsible for both reviewing the proposals and conducting candidate interviews if needed. Each proposal will be evaluated based on the recommended approach to performing the requested services, proposed fee structure, and the relevant experience and accessibility of the firm and assigned personnel.

The committee will select a group of firms from the initial ranking for further review. Presentations or responses to additional questions regarding the proposals may be required. If interviews are required, it is anticipated that they will be scheduled the week of June 5, 2006.

It is intended that the committee will make recommendations for award by Monday, June 12, 2006. The firm awarded the contract will be required to sign a standard City of Chula Vista two-party agreement, obtain a City of Chula Vista business license, and provide Insurance Endorsements detailed above. It is anticipated this contract will be presented to City Council for approval at a public meeting in June, 2006.